



Special Events

Permit Application & Information Packet

This permit application covers the following City areas:



- ABC Permit
- Assembly
- Banner
- Building
- Canopy/Stage/ Structure/Tent
- Distribution/Flyer
- Encroachment
- Parade
- Seasonal/Temporary Use
- Vendor

Please print clearly in pen or type your answers.

APPROVED APPLICATION MUST BE AVAILABLE ON SITE DURING EVENT



Date Application Submitted: _____ Fee Paid: Yes No

Name of Event: _____

Date of Event: _____ Expected Attendance: _____

Time Event Starts: _____ Time Event Ends: _____

Event Location: _____

Sponsoring Organization: _____

Contact Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Phone Number(s) _____

Professional Organizer: _____

Contact Name: _____ Email Address: _____

Address: _____ City/State/Zip: _____

Phone Number(s) _____

WELCOME

We are happy you have chosen to plan a special event within the City of Fremont. From community based festivals to parades and street fairs, the City of Fremont is proud to approve permits for a number of exciting special events each year.

The Fremont Municipal Code (3-7100--3-7112) provides the framework and guidance for the issuance of Special Event Permits within the City of Fremont. In general, any organized activity impacting city services or involving the use of, or having impact on, public property, public facilities, sidewalks, medians, or street areas requires a permit.

The following pages include the City of Fremont's **Special Events Permit Application** and accompanying instructions developed to guide you through the process.

Timing

A completed application may be filed as early as six months before the event, but **must be received no later than 30 days (60 days if alcohol involved) before the actual event date if the event requires two or less city services.** Examples of these events include: block parties, tents/canopies, ABC (Alcoholic Beverage Control) one day alcohol service permits. To inquire if your event requires two or less city services, please contact Jackie Hall, at jhall@ci.fremont.ca.us or (510) 494-4487.

For those events where three or more city services are utilized, a completed application may be filed as early as six months before the event, but **must be received no later than 90 days (120 days if alcohol involved) before the actual event date.** Examples of these events include: Festival of the Arts, Niles Antique Fair, Fourth of July, etc. To inquire if your event requires three or more city services, please contact Debra Nunn, at dnunn@ci.fremont.ca.us or (510) 790-6754.

After you complete the application, sign the form and return it to the City of Fremont's Development Service Center, on the first floor, located at 39550 Liberty Street, Fremont, CA 94538, Attention: Jackie Hall.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application the City assigns a coordinator to help guide you through the permit process. This coordinator distributes copies of your application to all City departments affected by your

application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents. Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

Other Permits

While we have tried to make this process a "one-stop" process, it is your responsibility to contact federal, state, or county agencies for other relevant permits. For food permits please contact Alameda County Environmental Health Services at (510) 567-6708.

Events in Parks

If you plan to hold your event in a City park, the coordinator will assist you in contacting the appropriate division or facility manager within the City of Fremont's Maintenance and Recreation Services Department. Special rules and restrictions unique to each site or facility may apply. For further information regarding events in parks, please contact Chuck Canada at (510) 494-4328.

Fees

The City strives to keep fees as low as possible by charging only for the cost of processing the application and city services. In addition to the cost of inspections and other city services (i.e. Police and Fire), other fees such as a building permit fee will apply for tents, stages, etc. Depending on the type of event, respective fees may vary. All costs of providing City services associated with a special event will require a deposit if the cost of City services exceeds \$5,000.

Effective January 1, 2003, the following application fees will apply:

- **Low Impact Events: Application fee \$20**
- **High Impact Events: Application fee \$100**

On behalf of the City of Fremont, we thank you for contributing to the spirit and vitality of our city through the staging of your event. **Best wishes for a successful event.**

APPLICATION INSTRUCTIONS

Type of Event (Check all that Apply):

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Alcohol Involved | <input type="checkbox"/> Concert | <input type="checkbox"/> Political Activity |
| <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Dance | <input type="checkbox"/> Promotional or Sales Event |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Parade | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Street Fair |
| <input type="checkbox"/> Other (please specify)_____ | | |

The following table will help remind you of the important pages and additional documentation you need to ensure your application is processed quickly and accurately. **Please note that this table is only a reminder. You should read the entire application and fill out all questions pertaining to your event. It is possible you will not need to complete the entire application depending upon the type of your event.**

Type of Event (Please fill out all that apply to your event)	Complete Following Pages of Application	Other Documentation Needed
Alcohol Involved	4,5,8,10,11,12,13,14,19	Alcohol Beverage Control (ABC) Letter, Attachment "E"
Animals Involved	4,5,6,7,10,13,14,19	Approval from Humane Society (415) 883-4621, Attachment "E"
Bicycle Race	4,5,6,10,11,12,13,14,19	Traffic Route Plan, Attachment "E" ("E" if there's food)
Block Party	4,5,10,11,12,13,14	List of Neighbor Signatures, Attachment "A"
Carnival	All	Attachments "A", "B", "C", "D", "E", Tent and Structure Permit
Concert	All	Attachments "A", "B", "C", "D", "E", Tent and Structure Permit
Dance	4,5,8,10,11,12,13,14,19	Attachment "E" if it's outdoors
Event w/Tent, Stage or Structure	4,5,7,10,11,12,13,14,19	Tent and Structure Permit, Attachment "E" ("E" if there's food)
Parade	4,5,6,9,10,11,12,13,14,19	Traffic Route Plan, Attachment "E" ("E" if there's food)
Political Activity	4,5,6,9,10,11,12,13,14,19	
Promotional or Sales Event	All	Attachments "A", "B", "C", "D", "E", Tent and Structure Permit
Run/Walk	4,5,6,9,10,11,12,13,14,19	Traffic Route Plan, Attachment "E" ("E" if there's food)
Street Closures	4,5,6,9,10,11,12,13,14,19	Attachments "A", "B" and "E" ("E" if there's food)
Street Fair	All	Attachments "A", "B", "C", "D", "E", Tent and Structure Permit

Commitment to Customer Service

As part of the City's commitment to providing excellent customer service, a coordinator will help you navigate through the permitting process. Please contact the coordinator at:

Name:	Jackie Hall
Title:	Development Assistant
Phone Number:	(510) 494-4487
Email:	jhall@ci.fremont.ca.us
Address:	39550 Liberty Street Fremont, CA 94538

SUMMARY OF EVENT

[illegible]

Total _____ Per Day_____

Setup	Date_____	Time_____	Day of Week_____
Event Starts	Date_____	Time_____	Day of Week_____
Event Ends	Date_____	Time_____	Day of Week_____
Dismantle	Date_____	Time_____	Day of Week_____

SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization

2. Is the sponsoring organization a non-profit or civic organization? YES NO

Please include your tax ID number: _____

3. Is the sponsoring organization a community group without non-profit status? YES NO

If you checked "Yes" to either question 2 or 3 above, have you filed an Affidavit of Business Tax Exemption with the City of Fremont Revenue Division (510) 494-4791? YES NO

4. Is the sponsoring organization a business? YES NO

5. Is the sponsoring organization a for-profit organization? YES NO

If you checked "Yes" to either question 4 or 5, do you have a Business License in the City of Fremont? YES NO

SITE PLAN INFORMATION

Use of Public Property or Public Right of Way

6. Will any part of this event take place in a City of Fremont Park? YES NO

If yes, name of park where event will take place: _____

7. Will any part of this event take place on a sidewalk, street, median, or other Public Right of Way? YES NO

8. Will any part of this event/activity take place on a City parking lot, City-owned land, or other City public property? YES NO

9. Will this event take place on public property in Fremont that is not owned by the City of Fremont (Alameda County, East Bay Regional Park District, etc.)? YES NO

If yes to #9, please provide the following information:

Organization _____ Contact Person _____

Telephone Number _____ Email Address _____

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"
Please submit a Site Plan according to the specification in Attachment "A"

Traffic & Parade Information

10. Do you wish to close any streets or sidewalks for this event? YES NO

If yes, please list all streets and sidewalks that you would like closed: _____

For what period of time would these streets be closed?

From _____ am/pm To _____ am/pm

11. Do you anticipate towing any cars or equipment before, during or after this event? YES NO

12. Will any traffic routing or control devices be used for this event/activity? YES NO

If yes, you must use Cal Trans approved devices.

For what period will the traffic routing/control devices be up?

From Set Up: Date _____ Time _____ To Dismantle: Date _____ Time _____

13. What kind of traffic routing/control device will be used? _____

14. Who will be setting up the traffic routing/control devices? _____

15. Who will be directing traffic? _____

16. Does this event involve a moving route of any kind along streets or sidewalks? YES NO

17. Will animals be a part of the event? YES NO

If yes, what type(s) of animals will be used in the event? _____

What is the purpose of the animals (petting zoo, part of parade, etc.)? _____

DOCUMENTATION NEEDED: TRAFFIC DETOUR PLAN Attachment "B"

If parade involved, please include the parade route. Please identify all streets impacted by event.

Parking Plan

18. Please provide a description of your parking plans (i.e., where event attendees will park): _____

19. Please describe your plans for disabled parking: _____

20. Please describe your plan for emergency vehicle access: _____

21. Please describe your plans to notify residents, businesses and churches impacted by this event:

DOCUMENTATION NEEDED: PARKING PLAN Attachment "C"

Tents, Structures, or Entertainment Devices

22. Are you installing or constructing any structures, including buildings, climbing structures, etc.? **YES NO**

If yes, please show structures on the site plan (Attachment "A").

Also, please describe type, size and number of structures. Plans may be required for review.

23. Are you installing any tents or canopies? **YES NO**

Canopy Size: _____ Tent Size: _____

If yes, please show all tents and/or canopies including dimensions on the site plan (**MUST COMPLETE TENT/CANOPY PERMIT APPLICATION AND QUESTIONNAIRE**). If any tents are greater than 200 square feet or if any canopies are greater than 400 square feet, provide the following for review: (application available at the City of Fremont's Development Service Center)

Tent/canopy application	Signed agreement
Flame spread certificate	Interior tent/canopy plan

24. Are you installing any stages? **YES NO**

If yes, please show locations and dimensions on the site plan (Attachment "A").

Any stages greater than 30" above grade are required to meet structural, guardrail, stairway and accessibility requirements and the following must also be provided for review:

Construction plans	Structural calculations may be required
---------------------------	--

25. Are you installing any grandstands, bleachers, or folding or telescoping seating? **YES NO**

If yes, please show locations and dimensions on the site plan (Attachment "A").

Any grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade is required to meet structural, accessibility, guardrail and handrail requirements and also submit the following for review:

Construction plans	Structural calculations may be required
---------------------------	--

26. Do you plan to have any sound amplification? **YES NO**

_____ Music

_____ Other, please describe

If, yes please note the dates and times: _____

27. Is electrical power required (for sound amplification, lighting, etc)? **YES NO**

If yes, please show items on the site plan (Attachment "A") and describe how power is to be provided.

Additional review may be required:

_____ Portable generator

_____ PGE temporary power service

_____ Other, please describe

28. If you answered yes to any of the questions from #26-31, please provide the following information of the person or company responsible for installing the tent, structure, or entertainment device:

Name: _____

Office Phone Number: _____

Cellular Phone Number: _____

Mailing Address: _____

ALCOHOL, FOOD, AND MERCHANDISE INFORMATION

Alcohol

29. Will alcohol be served for free? YES NO

30. Will alcohol be sold? YES NO

What kind of alcohol will be served? _____

Hours during which alcohol will be served:

From _____ am/pm To _____ am/pm

What is the name of the person picking up the Alcohol Beverage Control (ABC) letter from Police?

DOCUMENTATION NEEDED: TEMPORARY ALCOHOL PERMIT
For information please call the Fremont Police Department at (510) 494-6972

Food

31. Will food be prepared, served or sold at this event? YES NO

If yes, please describe how food will be served and/or prepared _____ -

32. Is cooking equipment included? YES NO

If yes, please show location on site plan (Attachment "A") and provide the following for review:

Type of cooking system

Listing approval

Type of fuel (Please check all types):

☐ Gas

☐ Electric

☐ Charcoal

☐ Other (specify) _____

33. Is a temporary heating system included? YES NO

If yes, please show location(s) on site plan (Attachment "A") and provide the following for review:

Type of heating system

Approval Listing documentation

Type of fuel used

DOCUMENTATION NEEDED: HEALTH PERMIT

For information, please contact the Alameda County Department of Health at (510) 567-6708

Vendors

34. Will items, food, or services be sold at your event? YES NO

If yes, please describe and attach a complete list of vendors at the

35. What is the anticipated number of Vendors?_____

DOCUMENTATION NEEDED: VENDOR LIST Attachment "D"

Event organizers must provide a list of all vendors and indicate if the vendor is a non-profit, for-profit Fremont business, or for-profit business not based in Fremont

EVENT COORDINATION AND ON-SITE INFORMATION

Advertising and Decoration Information

36. Do you plan to distribute advertising or flyers before or during this event? YES NO

37. Do you plan to place any signs or banners or other advertisement at the event site? YES NO

If yes, please show the location(s) on the site plan (Attachment "A") and provide the following for review:

Sign detail
Dimensions
Method of attachment or support
Display time period

38. Do you plan to place any signs on private property other than the event site? YES NO

If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:

Sign detail
Dimensions
Method of attachment or support
Display time period

39. Are you requesting to place any signs or decorations on or in public property or right-of-way such as light poles, fences, etc.? YES NO

If yes, please indicate locations on the site plan (Attachment "A") and provide the following for review:

Sign/banner detail
Dimensions
Method of attachment or support
Display time period

40. Person responsible for installation and removal of all items. _____

Security

41. Do you plan to hire a Private Security Company as security or crowd control for this event?

YES NO

If yes: Telephone Number _____

Name _____ Contact Person _____

Address _____ City/State/Zip _____

Professional Event Organizer

42. Do you plan to hire a professional event to be a part of this event?

YES NO

If yes: Telephone Number _____

Name _____ Contact Person _____

Address _____ City/State/Zip _____

INSURANCE INFORMATION

43. Do you have \$1,000,000 in general liability insurance naming the City of Fremont as an additional insured?

YES NO

Name of Insurance Agency and Agent

Address of Insurance Agency

Telephone Number of Insurance Agency

Policy Number: _____

I certify that the information contained in this proposal is true and correct to the best of my knowledge.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

DOCUMENTATION NEEDED

Please attach a copy of the insurance certificate and additional insured endorsement at the end of the application.

Portable Toilets and Handwashing Sinks

44. Do you plan to provide portable toilets and/or handwashing sinks at your event?

☐ **Yes** – Please complete the following information: _____ .

Number of regular toilets _____ Number of ADA approved toilets _____ Number of handwashing sinks _____

Name of Portable Toilet Company: _____

Address _____ City, State, Zip _____

Phone Number _____ Fax Number _____

Equipment Set-Up Date _____ Equipment Pick-Up Date _____

☐ **No** - Please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"

Please identify placement on your Site Plan according to the specification in Attachment "A"

Garbage & Recycling Services

45. Please provide your plan for the clean-up and removal of garbage and recyclables during and after your event.

Number of Recycling Containers _____

Number of Garbage Receptacles _____

Number of Dumpsters with Lids _____ Size(s) _____

Number of Roll-off Bins _____ Size(s) _____

DOCUMENTATION NEEDED: SITE PLAN Attachment "A"

Please identify placement on your Site Plan according to the specification in Attachment "A"

HOLD HARMLESS AGREEMENT

Special Events and Parades Permit Application

Date of Event: _____

Title of Event: _____

Name of Applicant: _____ Phone Number _____

Address/City/State/Zip: _____

Name of Event Sponsor: _____ Phone Number _____

Address/City/State/Zip: _____

HOLD HARMLESS AGREEMENT

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Fremont (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

Signature of Permittee(s): _____ Date: _____

_____ Date: _____

Signature of Officer of Sponsoring Organization: _____

Title: _____ Date: _____

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Applicant: _____ Date: _____

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the Fremont Municipal Code 3-7100--3-7112 and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant Agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I on behalf of the Host Organization am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of to the Event to the City of Fremont.

Print Name of Applicant/Host Organization _____

Title: Event Organizer _____

Signature: _____

Date: _____

Title: Chief Financial Officer or Treasurer

Signature: _____

Date: _____

ATTACHMENT "A": SITE PLAN

ATTACHMENT "B": TRAFFIC DETOUR PLAN

Please include the following information on your traffic detour plan:

- All streets (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location of signs directing detoured traffic
- North arrow at bottom

If a Parade is involved, please also include:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands, or related structures
- Directional arrows showing the exact route of the parade

ATTACHMENT "C": PARKING PLAN

Please provide the following information:

- Proof that adjacent property owners were notified of event
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking.
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as carpooling, BART, and AC Transit.

ATTACHMENT "D": VENDOR INFORMATION

The City of Fremont, Office of Revenue and Treasury, requires each vendor to have a temporary business license to sell within the City of Fremont. If a vendor does not have this license, please contact the City's Office of Revenue and Treasury at (510) 494-4791 for the appropriate form.

For each merchandise vendor, please include the following information:

[illegible]

ATTACHMENT "E": Waste Water & Liquids Plan

Please describe how the waste water (soapy water, rinse water, cooking oils, syrups, etc.) will be kept out of the storm drains.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.